

State of Florida Department of Health  
Bureau of Family and Community Health  
**Healthy Start Redesign Committee (Steering Committee)**  
**December 6 2011**

**Meeting Minutes**

Attendees:

Cheryl Clark, Florida Department of Health  
Karen Coon, Florida Department of Health, Division of Family Health Services  
Patricia McWhirter, Healthy Start Coalition of Osceola County, Inc.  
Jane Murphy, Healthy Start Coalition of Hillsborough County  
Mary Jo Plews, Healthy Start Coalition of Hardee, Highlands, and Polk  
Annette Phelps, Florida Department of Health, Division of Family Health Services  
Cathy Price, Florida Department of Health, Division of Family Health Services  
Shelley Robertson, Robertson Consulting Group  
Carol Scoggins, Florida Department of Health, Division of Family Health Services  
Judi Vitucci, Healthy Start Coalition of Pinellas, Inc.

Chair Shelley Robertson opened the meeting and conducted roll call; she reminded attendees that this was a public meeting and that the meeting was being taped.

**Topic: Communication updates**

Because the Steering Committee provides oversight of the process and communication – and ensures there are not any problems - participants shared communication updates as follows:

Shelley Robertson presented at the November 14, 2011 FAHSC meeting in Tallahassee. She provided an update on the timeline, the communication strategies, and then summarized the work generated to date. It was noted that the session generated a few changes to the communication strategies. Shelley will send written updates to Mary Jo or Judi to share on Healthy Start Executive Director calls and/or will participate in person; she has also provided context to the project updates that are posted on the website so that stakeholders can be up to date on the process and timeline.

Subject Matter Expert Committee calls have been well-attended and there has not been any feedback that a viewpoint is not being heard or that participation is limited. It was noted that there had been limited inter-member email traffic that is not allowed under Sunshine Law. Shelley will remind members and also use a blind copy so that it is not easy to hit reply all.

**Topic: Any issues?**

Participants noted there was a substance-abuse exposed newborn bill currently being filed; it was determined this would likely not impact the redesign process. The timing on the CMS waiver was also confirmed.

**Topic: Communication Summary**

At the Healthy Start Executive Director call on Thursday, December 8, 2011, the following will be discussed:

- Noting that meetings are public meetings and all are welcome to attend
- Identifying the topic of the next Subject Matter Expert Committee call
- Noting that minutes are usually on the website within two weeks

The group then clarified the role of the Subject Matter Expert Committee that provides redesign content suggestions and this committee, the Redesign (Steering) Committee, which ensures effective communication with stakeholders and provides oversight of the process and the timeline.

Participants then clarified how content decisions are made: Subject Matter Expert Committee members make recommendations to DOH that are consistent with both the statute and current research. To date, using an iterative process and homework assignments, the members have come to agreement around issues without voting. The intent is to be inclusive, but also be manageable, so that Subject Matter Expert committee is free to include other stakeholders in discussions or homework; major documents are also distributed to all stakeholders for comment.

There was no public input. The next Redesign (Steering) Committee meeting will be held January 3, 2012 at 3:00 p.m.